

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

<b>Tusla I.D.:</b>	TU2015LH033							
<b>Name of Service</b>	CBS pre-school							
<b>Address of Service:</b>	CBS Primary School, Chapel Street, Dundalk, Co Louth A91 EOAW							
<b>Email Address:</b>	donna@hotmilk.com							
<b>Name of Registered Provider:</b>	Donna Kirk							
<b>Type of Proposed Service:</b>	<b>Full Day Care</b>		<b>Part-Time</b>		<b>Sessional</b>	<input checked="" type="checkbox"/>		
	<b>Drop-In</b>		<b>Childminding</b>		<b>Temporary</b>			
<b>Proposed change:</b>	<ul style="list-style-type: none"> <li>Addition of a session: from one morning session to two morning sessions (in additional room)</li> <li>Change in hours of operation: from 8.45am - 12.00midday to 9.00am – 12.00midday</li> <li>Change in Number of children from 20 to 44 children</li> </ul>							
<b>Proposed Number of Children:</b>	22 children in the proposed additional room. (The service is proposing to accommodate a maximum of 44 pre-school children in total at any one time, 22 in each care room.)							
<b>Recommended Change Following Inspection:</b>	To operate a second pre-school session caring for 22 children in a room on the first floor. (Two morning sessions in two separate rooms will operate simultaneously).							
<b>Registered change:</b>	<ul style="list-style-type: none"> <li>Addition of a session (Sessional Only): from one morning session to two morning sessions (in additional room)</li> <li>Change in hours of operation: from 8.45am - 12.00midday to 9.00am – 12.00midday</li> <li>Change in Number of children from 20 to 44 children</li> </ul>							
<b>Date of Inspection:</b>	2	2	0	8	2	0	2	4
<b>Inspection undertaken by:</b>	S Taaffe							
<b>Title:</b>	Early years inspector							
<b>Tusla Early Years Inspectorate Address:</b>	Early Years Inspectorate, 181-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin K67 Y5C6.							

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## Inspection Due to a Proposed Change of Circumstances

### Rationale for Inspection: Proposed Change of Circumstance

**Note: For Office use only, to be completed by Registration Office**

<b>Registration Status:</b>	Registered Sessional service for 44 children
<b>Date of Registration</b>	30 <sup>th</sup> August 2024

### Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(D) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

<b>Description of Service</b>	CBS pre-school was established as a privately owned early years service in 1996 and was acquired by the registered provider in August 2023. The service is currently registered to accommodate 20 pre-school children aged 3 - 6 years from Monday to Friday on a sessional basis for 38 weeks each year. The service participates in the Early Childhood Care and Education (ECCE) Programme from 9.00am to 12.00midday and from 12.30 – 3.30pm daily. School-aged children are not accommodated in the service.
<b>Premises</b>	The existing service is conducted from one classroom on the ground floor of a primary school located in the centre of Dundalk town. The service has access to an enclosed outdoor play area, courtyard garden and spacious hall on the school premises. It is proposed to operate a second morning session from an additional care room on the first floor.
<b>Staffing</b>	The registered provider proposes to employ up to 6 staff members in the service, a maximum of 3 in each room. One staff member is employed in the role as designated person in charge. The registered provider does not work in this service on a daily basis.
<b>Methodology</b>	<p>The inspection was an announced inspection to assess compliance with the Childcare Act 1991 (Early Years Services) Regulations 2016 and Childcare Act 1991 (Early Years Services) (Amendment) Regulations 2016. The Inspection focused on regulations under the following themes: Governance, Health, Welfare and Development of the child, Safety and Premises.</p> <p>The findings on inspection based on information obtained through examination of documentation, direct observation, and discussion with relevant staff are documented in the inspection report and taken into consideration when making a decision in relation to registering the change in circumstance. The Inspectorate reserves the right to edit responses received for reasons including clarity; completeness; and compliance with administrative and legal processes. The contents of the report are compiled by the inspectorate body.</p>
<b>Acknowledgements</b>	The inspector wishes to acknowledge the cooperation of the registered provider and person in charge who were present on the day of the inspection.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### Part II - Registration and Register

#### Regulation 8 - Notification of change in circumstances

(1) A registered provider of a pre-school service other than a temporary pre-school service shall, subject to paragraph (3), notify the Agency in writing of any proposed change in the details in relation to the pre-school service contained in the register pursuant to section 58C(2) of the Act or Regulation 7(2) at least 60 days before it is proposed that the change would take effect.

<b>Requirement not met:</b>	The service has failed to notify the Agency of the following: <ul style="list-style-type: none"> <li>That an afternoon session is being operated without approval.</li> </ul>
<b>Response from Provider</b>	<ul style="list-style-type: none"> <li>The registered provider submitted a change in circumstances application to provide an afternoon session from 12.30 – 3.30pm daily.</li> </ul>
<b>Summary Comment:</b>	Written confirmation has been received from the registered provider showing that the required change in circumstances application was submitted by the service to the Inspectorate's change in circumstances office on 24/08/2024. This application is currently being processed by the Registration Office.

### Part III - Management and Staff

#### Regulation 9 – Management and Recruitment

(1) A registered provider shall ensure that—  
(a) the service has a designated person in charge and a named person who is able to deputise as required.

<b>Requirement met:</b>	(1)(a) The requirement has been met.  The registered provider has appointed a designated person in charge and there is a named person to deputise as required.
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### Part III - Management and Staff

#### Regulation 11 -Staffing Levels

(1) Subject to this Regulation, a registered provider shall ensure that there is at all times an adequate number of adults working directly with the children attending the pre-school service.

<b>Requirement met:</b>	The requirement has been met.  (1) The registered provider is aware of the minimum ratio of adults to children specified in Part 1 of Schedule 6 and would ensure that an adequate number of adults are working directly with the children in the service and ensuring the minimum adult to child ratios would be maintained at all times.
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# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### Part V - Care of Child in Pre-school Service

#### Regulation 20 - Facilities for Rest and Play

- (1) Subject to this Regulation, a registered provider shall ensure that—
- (a) having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and
  - (b) there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.
- (2) A registered provider—
- (a) of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that is registered for the first time on or after 30 June 2016, shall ensure that a suitable, safe and secure outdoor space to which the preschool children attending the service have access on a daily basis is provided on the premises.

#### Requirement met:

The requirement has been met.

(1)(a) The registered provider has applied to operate a second room located on the first floor of the primary school premises, in addition to the existing pre-school room in operation on the ground floor. The proposed new room on the first floor has suitable play equipment and appropriately resourced clearly defined interest areas including a home corner, construction area, arts and crafts area and library.

(b) Suitable rest facilities are available. There is a comfortable and suitable area with mats and cushions provided for a child to rest or take a break from activities if required.

(2)(a) Pre-school children have access on a daily basis to an enclosed outdoor play area, courtyard garden and spacious hall on the school premises. Outdoor play equipment including scooters, dolls and buggies, balls, hula hoops and marker cones are available in a locked storage press in the hallway adjacent to the door leading to the outdoor play area.

### Part V - Care of Child in Pre-school Service

#### Regulation 22 – Food and Drink

A registered provider shall ensure that adequate and suitable, nutritious and varied food and drink is available for each pre-school child attending the pre-school service.

#### Requirement met:

The requirement has been met.

It is proposed that parents provide the children's snack from home, in keeping with the service's healthy eating policy and with the procedure implemented in the existing pre-school room. Drinking water is available for children to take when thirsty or desired.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### Part VI – Safety

#### Regulation 23 - Safeguarding health, safety and welfare of child

*A registered provider shall ensure that all reasonable measures are taken to safeguard the health, safety and welfare of a pre-school child attending the service and that the environment of the service is safe.*

#### Requirement met:

The requirement has been met.

The inspector did not identify any hazards that would impact the health, safety or welfare of the children attending the service. It appears that appropriate measures have been undertaken in the service to ensure the safety of the children. Examples of these measures include the premises and outdoor play areas being appropriately secured, the provision of thermostatically controlled warm water in the sanitary accommodation and at the sinks in the care rooms, and medication and cleaning agents being stored safely out of the reach of children. The registered provider has completed a documented risk assessment for children using the stairs as the proposed new room is located on the first floor of the premises. The registered provider states that children will be accompanied by a staff member when using the toilet.

### Part VI - Safety

#### Regulation 25 – First Aid

- (1) *A registered provider shall ensure that a person trained in first aid for children is, at all times, immediately available to the children attending the pre-school service.*
- (2) *A registered provider shall ensure that a suitably equipped first aid box for children—*
- (a) is safely stored in an easily accessible and conspicuous position on the premises, and*
  - (b) is available to the children attending the pre-school service at all times.*

#### Requirement met:

The requirement has been met.

- (1) The registered provider is aware of the requirement for a person with in-date first aid response (FAR) training to be at all times immediately available to the children attending the service. There is evidence available in the service to show that a sufficient number of staff members hold in-date FAR training.
- (2)(a)(b) A suitably equipped first aid box is provided in the service, available at all times for the children if necessary.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### Part VI – Safety

#### Regulation 26 – Fire Safety Measures

- (1) A registered provider shall ensure that a record in writing is kept of—
- (a) any fire drill that takes place in the premises, and
  - (b) the number, type and maintenance record of fire fighting equipment and smoke alarms in the premises.
- (4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises.

<b>Requirement met:</b>	<p>The requirement has been met.</p> <p>(1)(a) The registered provider ensures a record is maintained of fire drills that take place monthly at the service.</p> <p>(b) A record is maintained of the number, type and maintenance of the fire fighting equipment and smoke detection system in the service. The fire fighting equipment is certified as having been serviced on 31/10/2023 and the smoke alarms on 01/03/2024.</p> <p>(4) A map and notice of the procedures to be followed in the event of a fire is displayed in the proposed new room.</p>
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### Part VI – Safety

#### Regulation 28 – Insurance

*A registered provider shall ensure that the pre-school service is adequately insured.*

<b>Requirement met:</b>	<p>The regulatory requirement has been met.</p> <p>The registered provider has insurance cover in place for 3 separate sessions per day with a maximum of 22 pre-school children in each session. The policy shows that the service is insured from 26/08/2024 to 27/08/2025.</p>
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# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### Part VII – Premises and Space Requirements

#### Regulation 29 – Premises

A registered provider shall ensure that the premises of the service are—

- (a) of sound and stable structure,
- (b) safe and secure,
- (c) kept adequately lit, heated and ventilated,
- (d) cleaned, maintained and repaired, as required, and
- (e) equipped with adequate and suitable sanitary facilities.

#### Requirement met:

The requirement has been met.

(a) The premises appears to be in sound condition and well maintained.

(b) The service is appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access.

The outdoor play area is surrounded by walls and fencing with a latched gate to secure the area when children are playing outdoors.

(c)

Lighting

- The premises is adequately lit by means of natural lighting supplemented by artificial lighting.

Heating

- The service is heated by means of electric heaters.

Ventilation

- Ventilation in the proposed new room, existing pre-school room and sanitary accommodation is provided by means of openable windows and trickle vents.

(d) The premises is in a clean condition and appears to be in a good state of repair.

(e) The service is equipped with adequate sanitary facilities for the operation of a second pre-school room

- The service has access to 2 toilets and 2 wash hand basins on the ground floor for use by pre-school children only.
- The service has access to 2 toilets and 2 wash hand basins on the first floor for use by pre-school children only.
- A number of staff toilets in the school premises are available for use by the early years staff members.

# TUSLA PRE- REGISTRATION REGULATORY INSPECTION REPORT

## Inspection Due to a Proposed Change of Circumstances

### Part VII – Premises and Space Requirements

#### Regulation 30 – Minimum Space Requirements

- (1) Subject to paragraphs (2) to (6), a registered provider shall ensure that adequate clear floor space is available in the premises for the work, play and movement of children attending the pre-school service.
- (2) A registered provider of a full day care service or a part-time day care service shall ensure that the minimum amount of clear floor space specified in column (3) of Schedule 7 opposite a particular reference number specified in column (1) of that Schedule in respect of the age range of children specified in column (2) thereof at that reference number is available for each child in that age range attending the service.

#### Requirement met:

- (1) There is adequate clear floor space available for the safety, play and movement for the proposed maximum number of 22 pre-school children attending the service on a sessional basis in the proposed new room.
- (2) The minimum space regulatory requirement can be met for 22 pre-school children attending the proposed new room on a sessional basis. The registered provider is aware of the minimum clear floor space requirements as specified in Schedule 7.
- The clear floor space in the proposed new room measures 40.93 square metres. This meets the space requirements for 22 children aged 2½-6 years, all of whom would be attending on a sessional basis.